

Public Defender/Court Claims –
Guideline for Submission to County Administrative Office

This guideline pertains only claims that are processed by the County Administrative Office. For questions, please contact: Juliane Hendricks in the Administrative Office at 781-5011.

1. Determine who is responsible for payment (see Attachment A)
2. Please submit claim forms to the Administrative office, 1055 Monterey, Room D430, San Luis Obispo, CA 93408 (if determined that the Administrative Office is responsible for processing.)

You may use the County's payment request form or you may use your billing system to generate claims.

All invoices/claims must have:

Vendor Name and address (telephone number is helpful)

Date of invoice

Case number and case name

Dates of service

Breakdown of hours

Description of service

Total hours and total amount requested

For new vendors, a W-9 is required.

Signature of attorney

A copy of the court order approving payment if required (see Attachment A)

****Note:** The County Administrative Office does not reimburse the following claims without a signed order from the Court:

- Filing Fees
- Mileage
- Postage
- Recordings
- Photocopies

Turnaround time in general is 2 to 3 weeks.

Claims are sent once per month (generally around the 2nd week in the month) to the Superior Court Judges to approve for payment. Once approved the claims are processed and sent to the Auditor's office for payment. It is best to submit your claims by the 5th of the month so they may be included in the monthly packet sent to the Judges for approval.